

Minutes of the Paul Memorial Library Trustee Meeting of January 8, 2013

Present were Kim Crisp, Pam Burch, Win Fream, Lee Woodworth, Lisa Cloyd

Meeting called to order at 6:35 pm

1. December trustee meeting minutes were accepted.
2. Kim received an update on the trust fund about the fund disbursement from Tom Rogers. It should have gone into our general account sometime in September. Win reviewed the statement and found that a deposit for 10,653.48 deposited on 12/10/2012 into the general account.

3. **Treasurer's Report:**

18,180.62 is currently in the general fund. 2314.83 is in the donation/gift fund.

Win is trying to get a clear view of our income and expenses into a snapshot on excel. He is reviewing our expenses and is working on keeping the bills by budget line item by year. We currently don't have an efficient way to view expenses by budget line item year over year. Pam and Lee are going to maintain the spreadsheet because they review all of the bills prior to Win cutting the checks.

The quarterly check is being received from the Mellon Trust fund. We still have the ongoing concern of depleting this fund prematurely if a method for dealing with this disbursement is not developed. Pam will contact the NH State librarian to see if other libraries have this or a similar problem.

Win went through the file cabinets and found several items that needed review including the following:

- We now have checks for the donation/gift fund
 - We voted to renew the movie license for 106.00
 - We voted to purchase the projector for our use with the funds provided by the Friends
 - Debit cards were found, Kim is checking into which accounts they currently draw from and determining their use or replacement. (There is now a debit card for the general fund.)
4. Significant basement cleanup was also done by Win. (Yeah Win!) There is still some organizing and cleaning needed. We aren't sure what articles are legal or historical artifacts. We may look into getting an intern who can help with this.

5. **Director's report – see attached**

6. **Miscellaneous items:**

- Question came up about whether we should look into a generator for potential black outs. Town is running a program providing them with hookups at a discount. We decided to add it to the list of outstanding projects.
- Lee and Pam went to a discussion and training on downloadable books, each device make and model downloads differently and requires its own process. It is quite involved and there is a fee of 400.00 a year to the state library for this capability. We will continue to research this in order to develop methods that will work for us.
- Library computer upgrade- We discussed a tower vs. a one-piece unit. We voted to purchase the one piece unit with wireless keyboard and mouse. It costs approximately 469.00 at Staples with upgrades and a new printer. We are still on Microsoft office package 2003, so we will need to upgrade that as well.
- National library week is April 16, 2013 - Some ideas for it are; a food and book activity, a 6:30 storytime & pajamas activity, a teen advisory group, Cupcake decorating is big with teens and is something we could do with that age group.
- Pam is looking into applying for a grant from the Museum of Science to come give a presentation at our library this summer.
- May 20, 2013 is the annual state trustees meeting - we should attend

7. Upcoming events:

Kent Lawrence is coming to speak again in February

Continental Divide – Ice age movie will be shown on Friday, Jan. 18 at 6:30

Feb. 15, and Mar. 15 will be the next two movie nights

Pancake breakfast – date will be Mar. 16, Sat., 7:00 – 11:00 (\$4.00 person, \$15.00 family)

NH Council for the Humanities – Dennis Robinson, a local historian, does a discussion called Humanities on the Go – Isles of Shoals discussion. Kim looking into having him speak.

Lincoln Pierce - Author of Nate the Great books lives in Portland, Kim is looking at having him come.

We voted to have Adrian Fieldhouse do the work on the front door. Motion by Win and approved by all.

Next Trustees meeting will be held on Feb. 4 Mon 6:30

Mission discussion to be held at our next meeting.

Respectfully submitted,

Lisa Cloyd

Secretary

Paul Memorial Library Board of Trustees

Director's Report for December 2012

The Library Building

- ❖ Should we do an electrical hook-up for a generator should we lose power?
- ❖ Decorated nicely for the holidays - thank you to Lee for donating the Christmas tree that graced our front window (no complaints!)

December Events Attendance

1st - Holiday Crafts - 30 children, 15 adults, 3 volunteers

5th - Chess Club - 9 children

5th - Guest Speaker, Kevin Gardner - 20 adults

7th - Movie Night, "Elf" - 16 children & adults

13th - Lego Club - 7 children

Total = 141

17th - Book Club - 8 adults

20th - Story, Snack & Craft - 3 children

Preschool Story Time attendance for the month - 13 children/11 adults

Baby Lapsit Story Time attendee for the month - 3 babies/3 adults

Book Club

The Book Club met on Monday, December 17th to discuss Mount Vernon Love Story by Mary Higgins Clark - 8 members attended. Thanks to a suggestion from Pam Dube, we had a holiday celebration as well including our first annual book Yankee Swap

Professional Development

The library was closed on Monday, December 10th so that Lee and I could travel to the State Library in Concord. We met with Bobbi Slossar, Technology Resources Librarian who provided us with training on downloadable books. We also met with Ann Hoey, Youth Services Coordinator to get some new ideas about summer reading.

I also attended the CLOSE meeting this afternoon at the Hampton Library. This is the Children's Librarians of the Seacoast to get new/different ideas on what others are doing.

Please mark your calendars for Monday, May 20th - Library Trustees of New Hampshire Annual Meeting

Upcoming Events

Kent Lawrence will be back on Wednesday, January 23rd for Kitchen Sprouting II

January movie?

Author Peter Spiers will be speaking on Wednesday, February 13th at 6:30 p.m.

He is the author of Master Class: Living Longer, Stronger, and Happier. Peter is

the senior vice president of strategic outreach for Road Scholar (formerly Elderhostel). He holds a bachelor's degree from Harvard University, a Master of Science degree from the London School of Economics, and an MBA from the Tuck School of Business at Dartmouth College.

I am hoping to arrange a speaker from the Cooperative Extension to speak in March on Composting.

Author Michele Albion will be speaking on Tuesday, April 9th at 6:30 p.m. She is a friend of Lauren Saltman's and has written The Quotable Edison, The Florida Life of Thomas Edison and The Quotable Henry Ford

****Our report is due to the town on Friday, January 25th - I will plan to email it to you all by Tuesday, January 22nd.****

Library Statistics for November 2012

Total number of people through the door: 339

Total number of patrons using the library: 198

Total number of items circulated this month: 618

Number of new patrons: 2

Respectfully submitted,

Pam Burch